

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Request for a Minor Deviation to a Conditional Use Permit

After a conditional use permit has been issued, certain adjustments may be approved as minor deviations.

Minor Deviation to a Conditional Use Permit Application Fee: \$1,768.00

Date of Submittal: ____/____/____
Month Day Year

Property Owner:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Agent (if applicable):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Development Order / Resolution Number: _____

Applicant on Conditional Use Application:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

APPLICATION

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	
Street Address (Street, City, State, Zip Code)		Approximate Mile Marker	

The Director of Planning may approve a minor deviation from the final development plan and schedule. Minor deviations must be authorized in writing and are subject to administrative appeal to the Planning Commission. Minor deviations which may be authorized are those that appear necessary in light of technical and engineering considerations brought to light by the applicant or the Director of Planning and shall be limited to the following: a) alteration of the location of any road or walkway by not more than five (5) feet; b) reduction of the total amount of open space by not more than five (5) percent or reduction of the yard area or open space associated with any single structure by not more than five (5) percent provided that such reduction does not permit the required open space to be less than that required; or c) alteration of the location, type or quality of required landscaping elements of the conditional use permit.

Please describe what the requested minor deviation would allow. (If necessary, attach additional sheets)

Does the requested minor deviation involve an alteration of the location of any road or walkway by more than five (5) feet?

- ☐ Yes
☐ No

Does the requested minor deviation involve a reduction of the total amount of open space by more than five (5) percent or reduction of the yard area or open space associated with any single structure by not more than five (5) percent provided that such reduction does not permit the required open space to be less than that required?

- ☐ Yes
☐ No

Does the requested minor deviation involve an alteration of the location, type or quality of required landscaping elements of the conditional use permit?

- ☐ Yes
☐ No

APPLICATION

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete conditional use permit minor deviation application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership (i.e. Warranty Deed);**
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser;**
- ☐ **Copy of Signed Development Order or Resolution;**
- ☐ **Copy of Approved Site Plan;**
- ☐ **Signed and Sealed Site Plan, prepared by a Florida registered architect, engineer or landscape architect** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the site plan should include all of the information provided on the approved site plan as well as all requested adjustments. Areas to be adjusted should be marked with diagonal lines or otherwise clearly delineated.

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

If for any reason the minor deviation application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of all plans shall be required prior to item being scheduled for commission review

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.